

## APPENDIX II-1

### FORM HUD 11700 — LETTER OF TRANSMITTAL FOR COMMITMENT AUTHORITY AND/OR POOL NUMBERS

- Applicability:** Ginnie Mae I MBS Program and Ginnie Mae II MBS Program.
- Purpose:** To transmit to Ginnie Mae (1) an application for commitment authority to guarantee securities, or (2) an application for pool numbers.
- Prepared by:** Issuer
- Prepared in:** Original only, unless issuer desires to retain a copy for its files.
- Distribution:** Forward original to Ginnie Mae with appropriate attachments.
- Completion Instructions:** The circled numbers on the illustrated form correspond with the numbers listed below.
1. Indicate full legal name and address of the issuer and provide other information called for.
  2. Check appropriate boxes if application is for commitment authority to guarantee securities.
  3. If application is for commitment authority, enter total amount of commitment authority requested and the fee remitted. For a discussion of fees see Chapter 6 of the Ginnie Mae Mortgage-Backed Securities Guide.
  4. Check appropriate box for type of commitment authority applied for.
  5. Check appropriate box if application is for pool or loan package numbers.
  6. Enter the total number of pool numbers requested for each program type. Request should be based on the number of pools or loan packages of each type expected to be issued within the next 120 days.
  7. Signature of authorized officer.
  8. Name and title of authorized officer signing and date of signing.



# Letter of Transmittal for Commitment Authority and/or Pool Numbers

U.S. Department of Housing  
and Urban Development  
Government National Mortgage Association

OMB Approval No. 2503-0016 (Exp. 9/30/  
1998)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

The information is required by Sec. 306(g) of the National Housing Act or by Ginnie Mae Handbook 5500.3.

Issuer's Name ①	Issuer ID Number (Approved Issuers Only) ①
Street Address ①	Date ①
City, State and Zip Code ①	Phone Number ①
	Fax Number ①

Government National Mortgage Association  
Office of Customer Service / Office of Multifamily Programs  
451 Seventh Street, S.W.  
Washington, D.C. 20410

This is a request for approval of the indicated activity and a transmittal of required materials.

1. ☐ Application for commitment authority to guarantee securities. It transmits the following:
- ☐ Form HUD-11704, "Commitment to Guarantee Mortgage-Backed Securities." (The dollar amount must be typed in the box available for the total amount and must match the total amount of Commitment Authority requested below.)
  - ② ☐ A check, payable to Ginnie Mae, for the commitment application fee. (\$500.00 for the first \$1.5 million and \$200.00 for each additional million or part of a million.)
  - ☐ The following information is submitted:

Total amount of commitment authority applied for: \$ ③

Total fee enclosed: \$ ③

☐ Type of Commitment Authority requested:

- ④ ☐ Single Line Commitment
- ☐ Multi-Line Commitment

2. ☐ Application for Pool Numbers. (Request only the number of pool numbers by type expected to be issued within the next 365 days.

⑤ In the space provided below, enter the number of pool numbers needed.)

⑥ Standard Pool Numbers

⑥ Graduated Payment and Growing Equity Pool Numbers

⑥ Adjustable Payment Pool Numbers

Authorized Signature ⑦	Typed Name ⑧
Title ⑧	Date ⑧

